



CORRECTIONAL COUNSELOR QUALIFICATIONS & DESIRED ATTRIBUTES FORM

TYPE/PRINT IN INK - Please complete the application by typing or clearly printing in dark ink.

NAME:

Your PD100 application form will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, the work experience and/or education section of your application form must clearly show that you have all parts needed to qualify for Counselor. CHECK THE AREAS BELOW that are supported by your education and employment application materials:

CORRECTIONAL COUNSELOR C6783

Two years of professional counseling experience working with clientele in a social service or rehabilitative program; **AND**

A Bachelor's degree in a behavioral science or related field with major coursework in behavioral science (submit a photocopy of your college transcripts with your application).

Three years of additional experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems **may be substituted for the Bachelor's degree.**

A Master's degree in a behavioral science;
This may substitute for one year of the required experience.

NOTE: Professional counseling experience must include providing supportive counseling to clients on a one-to-one basis with full responsibility for handling each case plan.

CORRECTIONAL COUNSELOR (ENTRY) C6781

Three years of experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems; **OR**

A Bachelor's degree in a behavioral science or related field with major coursework in behavioral science (submit a photocopy of your college transcripts with your application).

An Associate degree in social services such as Mental Health, Human Service, or Social Service may substitute for two years of the required experience.

HOW TO APPLY - DESIRED ATTRIBUTES

Please submit a State of Oregon application form (PD100), the cover letter (**not to exceed two pages**) described below, and photocopies of your transcripts, if required.

Attach a cover letter addressing the "Desired Attributes" listed below. Please clearly describe examples of your actions, and the results of these actions, which specifically demonstrate your possession of the attributes. If there are several parts to a desired attribute, answer each part separately. Number your answers to correspond with each attribute. The experience/training described on the application along with the Cover Letter will be used to identify which applicants will be invited for interviews.

DESIRED ATTRIBUTES

The ideal candidate should have a performance record demonstrating the following attributes:

1. Skill in written and verbal communications including communicating one-on-one, in groups and providing or exchanging information and communicating professional opinions.
2. General knowledge of social and behavioral science, with specific knowledge of human behavior and abnormal behavior patterns. Experience should reflect skill in evaluating behavior and analyzing information.
3. Basic knowledge of criminal law and the justice system, including knowledge of rehabilitative or correctional institution settings.